



MINUTES

Leesburg Executive Airport

January 9, 2003

Discussion Notes:

The January meeting of the Leesburg Executive Airport Commission was held in the terminal building of the airport, 1001 Sycolin Road SE, Leesburg, Virginia.

Commissioner Present:

Mr. Steve Axeman, Chairman, Mr. Sidney Lissner, Vice-Chairman, Mr. David Burton, Mr. Bill Whyte, Mr. Bob Jones, Mr. Stanley Caulkins and Mr. Robert Zoldos, Councilmember

Commissioner Absent:

Mr. Roy Steinfort

Staff Present:

Mr. Douglas McNeeley, Airport Director, Ms. Jackie Seipel, Administrative Associate, Mr. Terry Brant, Sr. Airport Maintenance Technician

Approval of Minutes:

All were in favor of approving meeting minutes.

Chairman's Opening Remarks:

- The Chairman wished everyone a Happy New Year. He also extended thanks to Mr. Dan Moats, Mr. Tom Nalls, Mr. Steve Hutchens and Mr. Tom Toth for their continued work on behalf of the airport.
- The Chairman would like to move forward with making the airport a friendlier place.
- There is plenty of room for future development and he is committed to seeing this move in the right direction.

Commission Remarks:

- Mr. Zoldos called attention to a favorable article in *Leesburg Today* about the Terminal Building Expansion. Mr. Zoldos also recognized a guest in the audience, Ms. Karen Jones, Chairperson, Economic Development Committee.
- Mr. Lissner thanked Mr. Moats, Mr. Hutchens and Mr. Toth for their continued support with airport finances.
- Mr. Whyte gave handouts to the commission for the Rules, Regulations and Minimum Standards provided by the FAA.

Directors Reports:

West Side Safety – Remaining punch list items in Spring 2003.

North Apron – Vehicles have been relocated from this area. Stripes will be painted and aircraft relocated soon.

North Hangar Project – Tyree representative arrived from New York, final punch list items to begin within the next 10 days.

Terminal Building Parking Lot – Asphalt paving was completed on December 31, 2002 and the lot was opened to traffic two days later. Light poles must be installed and utility work complete.

Terminal Building - Notice-to-Proceed was issued Monday, January 6, 2003. Excavation work will begin around January 19, 2003.

Corporate Hangar RFP – Final coordination meeting scheduled.

Space Rental Status – One grass tiedown is currently available. There are 69 people on the tiedown wait list and 114 on the hangar waiting list.

- The Director distributed the security report conducted by the Leesburg Police Department for the Commission's review.
- The Director informed the Commission of an independent flight instructor operating from Leesburg Airport. Information is sketchy at this time and will keep the Commission informed when he gets more information.

Old Business:

Corporate Hangar RFP

- Draft requires Commission comments. A special meeting will be set to discuss this subject.

Hangar Lease

- Mr. Jones had questions about the insurance requirements in the lease and inquired about common industry practice. The Director responded, that provisions in the lease are standard and indemnify the TOL.
- Mr. Lissner inquired about the rationale of allowing aluminum chairs and ladders in hangars but not wood.
- Mr. Axeman inquired about the use of electric towbars and gas powered towbars. The Director responded, that these decisions were based on safety considerations.
- Mr. Bob Jones made a motion to adopt the lease as amended. Mr. Caulkins seconded the motion. All were in favor, motion carried.

Self Service Fuel

- Mr. Jones made a motion to allow the Director to research the various RFP options. Mr. Whyte seconded the motion. All were in favor and the motion carried.

New Business

Draft Airport Budget

- The Director presented his draft airport budget. He is requesting an Office Associate and an additional Maintenance Worker I.

Public Comments

- Mr. Tom Toth, Leesburg Virginia, spoke in favor of developing a corporate hangar RFP as soon as practical.

- Andy Fenton, Middleburg, Virginia, thanked the staff for their effort to get the airport open during the last snow storm.
- Sam Legard, Leesburg, Virginia, Encouraged attendance by the public at future Airport Commission meetings. He would like to see hangars developed for use by smaller aircraft on the airport.
- Roger Greathouse, Leesburg, Virginia, told the Commission that 70 percent of Piedmont Hawthorne's maintenance business is piston aircraft, contrary to popular assumptions.
- Steve Hutchens, Leesburg, Virginia, spoke in favor of developing a corporate hangar RFP as soon as practical.
- Dan Moats, Leesburg, Virginia, stated that gasoline powered towbars should be acceptable for use at the airport.
- Carl Frolich, Vienna, Virginia, stated his opinions about owner maintenance in T-hangars. The Director indicated that the draft lease had been reviewed by the FAA.

Adjournment

Mr. Lissner moved to adjourn. Mr. Jones seconded the motion. All were in favor, motion carried.

- ns, Leesburg , Virginia, recommended as the RFP is developed it would be helpful to give a projected date for town staff and interested parties to work toward.
- Dan Moats, Leesburg, Virginia, power tow should be sufficient in the lease.
- Carl Frolich, Vienna, Virginia, you cannot prevent owner operator maintenance. The Director responded that we are in compliance according to the Terry Page, FAA.

Adjournment

Mr. Lissner moved to adjourn. Mr. Jones seconded the motion. All were in favor, motion carried.